Scope

This process covers how to update and distribute information about scope, schedule, cost, risks, and quality of a project.   **Response: Accepted. Reworded. See master document, moved in to preface.**

Policy

ER 5-1-11[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

Responsibility

The Project Manager is responsible for ensuring that the Project Delivery Team (PDT) updates the project as required and progresses project activities on a periodic/monthly basis.

PDT members will update and progress the activities they are responsible for in the PMP and scheduled in P3e.

Distribution

Project Delivery Team (PDT)*

Project Manager (PM)*

Ownership

  Response: : Comment rejected. BP/P2 Program Office changed to Configuration Management Board. See glossary

System References

Acronyms and Glossary[REF1001]

Activity/Project Closeout[PROC1019]

Change Management[PROC1004]

Command Management Review[REF1017]

Communications Plan[REF1022]

PMP Approval[PROC1018]

PMP Development[PROC1012]

PMP/PgMP Content[REF1018]

Receipt of Funds[PROC1001]

Resident Management System (RMS) Home
Page[http://www.hq.usace.army.mil/cemp/c/rms2.htm]

Activity Preface

This process is performed after *PMP Approval[PROC1018]*. While ideally, this should always be the case, reality is that project execution will often begin prior to PMP approval. The PMP will, however, be substantially complete prior to project execution.

Before execution can begin, adequate funds for execution must be available. If adequate funds are not available, the first step will be to request funds. Once funds are received, they will be made available for use by executing *Receipt of Funds[PROC1001]*.

The Project Manager will request the PDT to progress activities.**Response: Accepted** The PDT will update and progress their respective activities in P3e as needed. Projects under construction will be updated and progressed via RMS (see *RMS HomePage[http://www.hq.usace.army.mil/cemp/c/rms2.htm]* for more info on this system). Upon completion of updating and progressing, the PDT will notify the PM that updates are complete. **Response: Rejected.** The PM will then "schedule" the project in P3e (the step in P3e of incorporating updates and reflecting current conditions).

The PM will generate necessary reports, and compare the latest update with the previous update and baseline. **Response: Accepted.** If a meeting is necessary, the PM will get all necessary team members (not all team members may be needed at every meeting) together in the most appropriate forum available (face-to-face, teleconference, VTC, NetMeeting, etc.)

Whether or not a meeting is called, the PDT will evaluate whether changes to the PMP are required and compare project status to established thresholds. If there are changes, they will be addressed by executing *Change Management[PROC1004]*.

At the completion of any activity in P3e, execute *Activity/Project Closeout[PROC1019]*.

Repeat all the steps in the process until ALL activities are complete.

Project Manager (PM)

1. Verify that adequate funds are available to begin/continue execution, and progress project.

If adequate funds are available, goto task #4 Response: Reworded. See master document . Otherwise, goto task #2

2. Request funds.

3. Determine if additional funds have been received.

If adequate funds have been received, stop and complete *Receipt of Funds[PROC1001]*. Otherwise, goto task #2. Response: Reworded. See master document.

4. Request PDT progress project activities. **Response: Accepted.**

Project Delivery Team (PDT)

5. Review project activities to determine the need for progressing and updating schedule or funding.

If updating and progressing is required, goto task #6. Otherwise, goto task #7.

6. Progress and update project activities in P3e including any known issues.

    If issues are added to the activities, an e-mail notification can be sent to the appropriate party if required via P3e.

    A project under construction is updated and progressed via RMS (see *RMS Home Page[http://www.hq.usace.army.mil/cemp/c/rms2.htm]* for more info on this system).

    Military Specific Response: Accepted. 7.   Notify Project Manager **Response: Rejected.** that funding and activities have been reviewed.

Project Manager (PM)

8. **Update Response: Rejected ("schedule a project" is a P3e-term)** the project in P3e.

9.   Generate reports and compare updated project to previous update and baseline.

    Activity Issues Log, Earned Value report, Line Item review report, CMR report, etc.

10. Determine if PDT meeting is necessary.

If a PDT meeting is required, goto task #11. Otherwise, goto task #13.

11. Initiate PDT meeting with necessary attendees.

    All forms of meeting availability can be utilized including Net Meeting, Video Teleconference, etc.

Project Delivery Team (PDT)

12. Discuss impacts of changes to the project management plan in meeting.

    Review performance reports in P2 and thresholds in P3e and compare the performance report actuals against scheduled performance for project activities.

    Review subordinate plans in PMP, including change management, safety, communications, quality, etc.
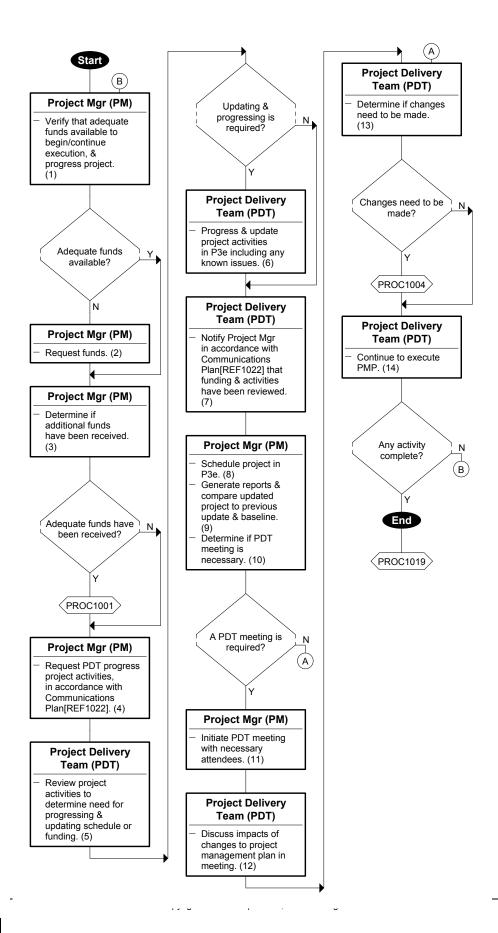
13. Determine if changes need to be made.

If changes need to be made, stop and complete *Change Management[PROC1004].* **Otherwise, goto task #14.**

14. Continue to execute the PMP.

If any activity complete, End of activity; goto *Activity/Project Closeout Process[PROC1019].* **Otherwise, goto task #1.**

End of activity.

Start

Project Mgr (PM) ⓑ
- Verify that adequate funds available to begin/continue execution, & progress project. (1)

Adequate funds available? — Y →
- N ↓

Project Mgr (PM)
- Request funds. (2)

Project Mgr (PM)
- Determine if additional funds have been received. (3)

Adequate funds have been received? — N →
- Y ↓

PROC1001

Project Mgr (PM)
- Request PDT progress project activities, in accordance with Communications Plan[REF1022]. (4)

Project Delivery Team (PDT)
- Review project activities to determine need for progressing & updating schedule or funding. (5)

Updating & progressing is required? — N →
- Y ↓

Project Delivery Team (PDT)
- Progress & update project activities in P3e including any known issues. (6)

Project Delivery Team (PDT)
- Notify Project Mgr in accordance with Communications Plan[REF1022] that funding & activities have been reviewed. (7)

Project Mgr (PM)
- Schedule project in P3e. (8)
- Generate reports & compare updated project to previous update & baseline. (9)
- Determine if PDT meeting is necessary. (10)

A PDT meeting is required? — N → Ⓐ
- Y ↓

Project Mgr (PM)
- Initiate PDT meeting with necessary attendees. (11)

Project Delivery Team (PDT)
- Discuss impacts of changes to project management plan in meeting. (12)

Ⓐ

Project Delivery Team (PDT)
- Determine if changes need to be made. (13)

Changes need to be made? — N →
- Y ↓

PROC1004

Project Delivery Team (PDT)
- Continue to execute PMP. (14)

Any activity complete? — N → Ⓑ
- Y ↓

End

PROC1019